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**Employment Details**

Position: Outreach Coordinator

Post Date: November 15, 2018

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**Chapter Name:** The First Tee of Orange County**Salary/Wage:** TBD**Location:** Orange County**Position Type:** Full Time**Job Category:****Preferred Education Level:** Bachelor**Career Level:** Experienced**Preferred Certification Level:****Job Description**

The First Tee of Orange County is one Chapter of an international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

**MISSION STATEMENT**

To impact the lives of young people by providing learning facilities and educational programs that promote character development and life enhancing values through the game of golf.

**REPORTS TO**

The Outreach Coordinator reports directly to the Program Director.

**EMPLOYMENT STATUS**

Full time, Exempt

**JOB SUMMARY**

The Outreach Coordinator of The First Tee of Orange County will work closely with the Program Director to develop and deliver a year-round outreach programming schedule in our service area, including ongoing support to partnering school districts in our DRIVE Network. This position involves leading and assisting with a variety of tasks ranging from curriculum creation to marketing to database management to assisting with the development of new programs. The Outreach Coordinator is responsible for the delivery and oversight of after-school LSE programming associated with DRIVE sites, special events, and overall DRIVE support. The Outreach Coordinator is also expected to participate in normal chapter activities and classes as needed.

**POSITION LOCATION**

The position is primarily based at TFTOC’s Main Administrative Office, Anaheim, CA, with additional travel to the chapter’s sites and DRIVE sites throughout the county as needed.

**COMPENSATION PACKAGE**

Coordinator-level salary commensurate with experience. Paid holidays, vacation time and allowable mileage reimbursement.

**Responsibilities**

**SPECIFIC DUTIES**

Lead the creation, delivery, and oversight of outreach, after-school Life Skills Experience programs, and special events; Recruit, lead, and manage site leaders, and others involved with programming. Create and implement daily, seasonal, and annual lesson plans and sequence progressions to be used in outreach and after-school LSE programming. Distribute and manage program equipment and supplies to program partners as necessary. Transition outreach participants and partners into after-school and open enrollment programming. Collect, enter, and manage participant data relevant to outreach and DRIVE. Create and implement field trips and special events. Increase community awareness by identifying and representing The First Tee at program partner events. Develop and distribute promotional and transition materials for outreach and DRIVE programs. Maintain existing relationships and enroll new DRIVE and outreach partners. Perform other related duties as may be assigned. Position must be available to travel throughout the Orange County region to visit schools and after-school locations.

**Qualifications**

Bachelor’s Degree or equivalent educational experience required. Adherence to the standards of conduct, values, and involvement established by The First Tee. Appreciation for young people, the game of golf and its inherent life lessons, education, and public service. Personality conducive to working with young people as well as leading adults. Strong verbal and written communication skills with groups, personal initiative, and leadership ability. Proficiency in MS Office applications.

An excellent command of the English language, both verbally and written, is required.

**Benefits**

- Vacation
- Sick Time after probationary period
- Allowable mileage reimbursement

**General**

The individual must also successfully complete a pre-employment Criminal Background Check and adhere to the Chapter's Compliance Program policies/procedures concerning Conflicts of Interest and related matters.

**Contact Information**

Chapter Name: The First Tee of Orange County

Job Code:

Contact: Gail Courtney, Executive Director

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Chapter Website: [www.thefirstteeoc.org](http://www.thefirstteeoc.org)

**To apply for this position, please email your resume to the address above.**